

## NURSING FACILITY ADMINISTRATOR APPLICATION

### ***PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY***

All new applicants must complete a State of Nevada application. If reciprocity is requested, you will not be required to take the NAB examination. Following are the requirements:

1. **A State of Nevada application that must be completed by hand-printing or typing – *handwritten applications will be rejected.* Please complete all blanks as required. *IF ALL QUESTIONS AND BLANKS ARE NOT COMPLETED AS REQUIRED AND DOCUMENTS ARE NOT INCLUDED, PROCESSING OF YOUR APPLICATION WILL BE DELAYED AND YOUR APPLICATION COULD BE RETURNED OR REJECTED;***
2. Fee Schedule;
3. Statement from your physician indicating you are physically and mentally able to care for disabled or elderly patients and free of communicable diseases, including Tuberculosis;
4. Transcripts from your four-year University with your degree indicated;
5. Two fingerprint cards must be completed and returned to this office –if you have live-scan fingerprints taken, return 2 copies to this office;
6. Two (2) passport-size photos taken within the year preceding your application;
7. Copy of Driver's License or other photo ID;
8. Must be 21 years of age or older;
9. Must be a citizen of the United States. If not a citizen and you have a permanent Work Permit, you must include a copy of the work permit or green card;
10. Must be able to speak, read, understand and write in the English language;
11. If, for endorsement or reciprocity, License Certification Form must be completed from state(s) in which you are licensed. This is your responsibility;
12. **A Cashier's Check or Money Order in the full amount of the required fees, *but not including the fee for the NAB examination. That fee will be charged to either your bank debit card or credit card when you apply online for the examination.***

If you are currently licensed in another state and have passed the NAB Nursing Home Administrators' Examination, a License Certification Form must be completed by the state in which your license is active and has been for the past two (2) years. *Please arrange to send the enclosed License Certification Form to the appropriate board or entity in your state, which may charge a fee for completing the form, and for which you are responsible.* You must also complete the enclosed application and fingerprint cards and return them to this Board together with the appropriate fees.

*Please be advised that effective January 1, 2001, the State of Nevada requires that all applicants must have a minimum of a Baccalaureate Degree and have fulfilled a minimum of 1,000 hours of a NAB approved Administrator-in-Training Program that is approved by this Board. The program must be administered under the direction of a preceptor who is a licensed administrator, with at least two-year's experience as an administrator of a nursing facility. Please use the AIT Program Forms provided that must be signed by your Preceptor at the conclusion of the program.*

All new applicants who have not previously done so are required to take the National Association of Board of Examiners of Long Term Care Administrators' (NAB) examination. *A new testing procedure for the NAB Examination became effective December 1, 2002.*

A license cannot be issued until background clearance is completed, together with the completed License Certification Form, if you are licensed in another state.

*Please note that all fees are non-refundable. All fees must be paid by Cashier's Check or Money Order, as we cannot accept personal checks. The NAB examination fee of \$285.00 must be charged to your credit card or bank debit card when you apply online.*

The Board of Directors retains final authority to either approve or deny an application.

If you have any questions concerning the licensure process, please contact this office at 702-486-5445.

***Please note:***

If you should fail the examination the first time, you may retake the examination two (2) additional times during a one-year period. The fees for retesting are \$310.00 each time you retake the examination.

***IF THIS IS A REAPPLICATION FOR AN EXPIRED LICENSE:***

- ***YOU WILL ALSO NEED TO PROVIDE CERTIFICATES OF COMPLETION FOR 30 UNITS OF CONTINUED EDUCATION WITHIN THE PAST 2 YEARS;***
- ***EVEN IF YOU HAVE TAKEN THE NATIONAL EXAMINATION IN THE PAST, UNLESS YOU HAVE AN ACTIVE LICENSE IN ANOTHER STATE THAT WILL PROVIDE RECIPROCITY VERIFICATION, YOU WILL HAVE TO RETAKE THE EXAM.***